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# JOB POSTING

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Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## **Deputy Attorney General Appeals Division, Civil Appeals Section**

**Summary:** The Appeals Division of the Attorney General's Office represents the State, its agencies, officers, employees and interests, before the state and federal appellate courts in civil and criminal cases. The division's attorneys also represent the State before state trial courts in capital post-conviction actions and before federal district courts in *habeas corpus* proceedings.

**Duties and Responsibilities:** The Civil Appeals Section represents the interests of the State of Indiana, state agencies and state officials in appeals of civil decisions entered by state and federal trial judges and in the direct appeals to the Indiana Court of Appeals of orders of the Indiana Department of Workforce Development, Indiana Utility Regulatory Commission and Workers Compensation Board. In the majority of the appeals, the state parties are Appellees; however, the section handles a significant number of cases where the state parties are the Appellants. The appeals involve the full range of legal subject matters arising from activities of Indiana state government, including but not limited to constitutional challenges to state statutes and state agency policies and rules, review of agency orders, tort matters, civil rights, employment, labor law, environmental and natural resources law, eminent domain, review of professional licensing decisions, contract matters, Title IV-D support matters, forfeiture, and habeas corpus matters involving prison discipline. A Deputy Attorney General (DAG) in the section is assigned a caseload and is responsible for representing the State's interests within the guidelines and supervision of the office. The DAG is responsible for all aspects of the appeal: confirming deadlines and scheduling, motion practice, briefing, oral argument, and post-decision review and proceedings. All representation is done in conformity with the Rules of Appellate Procedure, division style and format office policy and practices, professional rules and expectations, and all other applicable laws, standards and guidelines. The DAG is primarily responsible for the cases assigned, until an appearance is withdrawn (by office and court leave) or employment is terminated.

**Other duties** consistent with the division and section may be assigned. These may include assisting in other cases and proceedings (including criminal, child in need of services, and termination of parental rights cases), research projects, supervision of law clerks and interns/externs, and the occasional administrative assignment.

Superior research (Westlaw) and writing skills are expected, and persuasive written and oral appellate advocacy is essential.

### **Qualifications:**

- Admitted to the Indiana Bar.
- Excellent written and oral communication skills, including the ability to relate effectively to both legal and non-legal individuals.
- Ability to multi-task and manage a large caseload.
- Ability to zealously advocate on behalf of the state.
- Ability to work well with others.
- Proficient in computer skills, including Windows, Microsoft Office, and Westlaw.